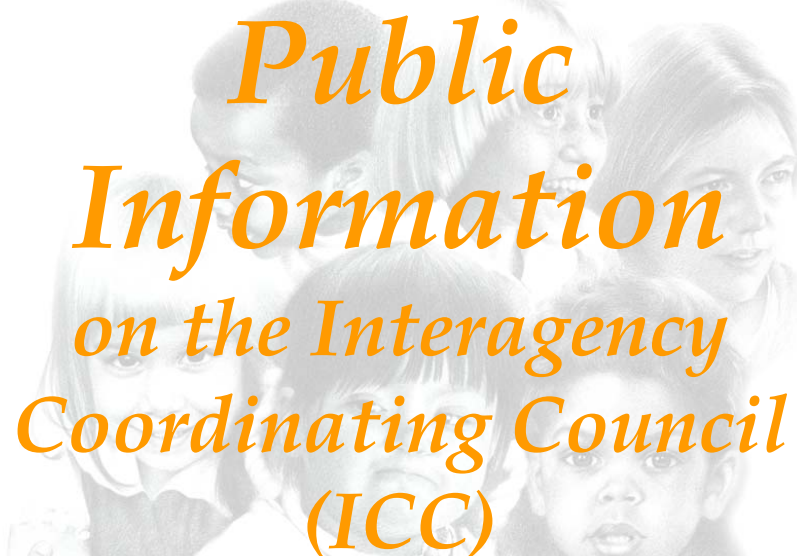


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## *South Dakota Department of Education*



*The purpose of this pamphlet is to provide information regarding some commonly asked questions about the South Dakota Department of Education's Interagency Coordinating Council (ICC) under the Individuals with Disabilities Education Act (IDEA). The federal regulations include the requirement that States establish and support a State Interagency Coordinating Council to advise and assist the State regarding issues impacting the education of infants and toddlers with disabilities. The following pages provide a quick reference to assist individuals with information regarding the purpose and activities involving the special education ICC.*



# *Public Information on the Interagency Coordinating Council (ICC)*

*Under the Individuals with  
Disabilities Education Act (IDEA)  
Amendments of 2004*

2007

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## **Purpose of the South Dakota Early Intervention Services Interagency Coordinating Council (ICC)**

The Individuals with Disabilities Education Act (IDEA) Amendment of 2004 requires that each State establish and maintain an Interagency Coordinating Council (ICC) for the purpose of advising and assisting the State Lead Agency in the development and implementation of quality services for infants and toddlers with disabilities.

### *Establishment of Council*

The Council members are usually appointed by the Governor. The Governor shall ensure that the membership of the Council reasonably represents the population of the State.

The Governor shall designate a member of the Council to serve as the chairperson of the Council or require the Council to do so.



To avoid a potential conflict of interest, it is recommended that parent representatives who are selected to serve on the Council not be employees of any agency involved in providing early intervention services. It is suggested that consideration be given to maintaining an appropriate balance between the urban and rural communities of South Dakota.

## **Membership of the South Dakota ICC**

Council membership is composed of individuals who are representative of the State's population and involved in, or concerned with, the education of infants and toddlers with disabilities. At least 20 percent of the members of the Council must be parents of infants and toddlers with disabilities. Also at least 20 percent of the members must be public or private providers of

early intervention services. Additionally, council membership should include individuals who represent the following areas:

- ▲ One member from the State legislature
  - ▲ One member involved in personnel preparation
  - ▲ Those involved in the provisions of, or payment for, early intervention services to infants and toddlers with disabilities and their families; and have sufficient authority to engage in policy planning and implementation on behalf of these agencies
  - ▲ A member from the State educational agency responsible for preschool services to children with disabilities and who has sufficient authority to engage in policy planning and implementation on behalf of that agency
  - ▲ One member from the agency responsible for the State governance of health insurance
  - ▲ One member from a head start agency or program in the State
  - ▲ One member from the State office for homeless children
  - ▲ A person from the State foster care system
  - ▲ One member from a State agency responsible for child care
  - ▲ A representative from mental health
  - ▲ One member from the State medicaid office
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- ▲ The Council may include other members selected by the Governor, including a representative from the Bureau of Indian Education (BIE) or, where there is no school operated or funded by the BIE, from the Indian Health Service or the tribe or tribal council.

## **Required responsibilities of South Dakota ICC**

The Council shall—

- (1) Advise and assist the lead agency in the development and implementation of the policies that constitute the statewide system;
  - (2) Assist the lead agency in achieving the full participation, coordination, and cooperation of all appropriate public agencies in the State;
  - (3) Assist the lead agency in the effective implementation of the statewide system, by establishing a process that includes—
    - (i) Seek information from service providers, service coordinators, parents, and others about any federal, State, or local policies that impede timely service delivery; and
    - (ii) Take steps to ensure that any policy problems identified under paragraph (a)(3)(i) of this section are resolved; and
  - (4) To the extent appropriate, assist the lead agency in the resolution of disputes.
- (b) The Council may advise and assist the lead agency and the State educational agency regarding the provision of appropriate services for children aged birth to five, inclusive.
- (c) The Council may advise appropriate agencies in the State with respect to the integration of services for infants and toddlers with disabilities and at-risk infants and toddlers and their families, regardless of whether at-risk infants and toddlers are eligible for early intervention services in the State.



*Advising and assisting the lead agency in its administrative duties*

The Council shall advise and assist the lead agency in the—

- (a) Identification of sources of fiscal and other support for services for early intervention programs;

- (b) Assignment of financial responsibility to the appropriate agency;
- (c) Promotion of the interagency agreements.

*Applications*

The Council shall advise and assist the lead agency in the preparation of applications.

*Transitional services*

The Council shall advise and assist the State educational agency regarding the transition of toddlers with disabilities to services provided under Part B (special education services for children 3-21) of the Act, to preschool and other appropriate services.

**South Dakota ICC procedures**

The Council shall—

- (1) Conduct ICC meetings;
- (2) Reimburse members of the Council for reasonable and necessary expenses for attending Council meetings and performing Council duties (including child care for parent representatives);
- (3) Pay compensation to a member of the Council if the member is not employed or must forfeit wages from other employment when performing official Council business;
- (4) Obtain the services of professional, technical, and clerical personnel, as may be necessary to carry out the performance of its functions;
- (5) Council members shall serve without compensation from funds available.

**South Dakota ICC Activities**

- ▲ Develop by-laws and operating procedures.
- ▲ Establish annual priorities.
- ▲ Provide orientation to new members.

- ▲ Conduct an annual planning meeting.
- ▲ Develop an annual report.
- ▲ Review on an ongoing and annual basis committee achievements.
- ▲ Connect with other committees and agencies.



## Basic Activities Conducted at South Dakota ICC Meetings

- ▲ Welcome and introductions
- ▲ Approval of agenda and minutes
- ▲ Announcements
- ▲ Old/new business
- ▲ Overview of packet materials
- ▲ Report from State director or lead agency administrator
- ▲ Report on State Improvement Grant
- ▲ Report on continuous improvement and focused monitoring activities
- ▲ Public comments on council activities
- ▲ Group or sub-committee reports
- ▲ Actions items
- ▲ Meeting summary and future agenda items
- ▲ Establishment of next meeting

## ICC annual report

### *Annual report to the Secretary*

The Council shall—

- (1) Prepare an annual report to the Governor and to the Secretary on the status of early intervention programs operated within the State for children eligible under this Part and their families; and
  - (2) Submit the report to the Secretary.
- (b) The annual report must contain the information required by the Secretary for the year for which the report is made.

The South Dakota Interagency Coordinating Council (ICC) is required to submit an annual report to the Governor. The annual report is an extremely important document. The report outlines advice to the State on the priority areas that were addressed by the Council during the year. This report serves to apprise State officials and the public of the activities conducted by the Council during the year. It delineates those areas of need within a State that

are viewed as priorities in the education of infants and toddlers with developmental delay or disabilities. *The report serves to provide advice to the State regarding rules, regulations, and the development of policy needed to support the education of infants and toddlers with disabilities.*

### **Key Components to be Included in the Annual Report**

While annual reports have varied among States in the past, the following elements are common in the development of the document:

1. Preface
2. Cover letter
3. Table of contents
4. Membership
5. Annual priorities and goals
6. Council advice and recommendations on priority issues
7. Key activities
8. Meeting agendas and minutes
9. Future issues
10. Resource section



## For More Information

For additional information, or if you would like to make a public or written comment to the Council, please contact your Interagency Coordinating Council.

**SD Department of Education  
Birth to 3 Connections Program  
700 Governors Drive  
Pierre, SD 57501  
605-773-3678, fax 605-773-3782  
<http://doe.sd.gov/oess/Birthto3/index.asp>**


**SD Parent Connections  
3701 West 49<sup>th</sup> Street, Suite 200 B  
Sioux Falls, SD 57106  
1-800-640-4553 / 605-361-3171  
[www.sdparent.org](http://www.sdparent.org)**

**State ICC Chairperson**

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